

Extract - HRS8500

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Payroll > Utilities > Employee Benefits Interface > Extract

This utility is used to create a text file that can be used with a third-party employee benefits system. The extract process always creates two text files (one with employee demographic information and one with current employee deduction information).

Notes:

Substitute employees are not included in the extract process.

XTRA jobs (regardless of pay type) are not included in the extract process.

Only deduction codes that have an **Extract Ded Cd** (extract deduction code) on the deduction code table are extracted.

Demographic record layout

Deduction record layout

Extract employee benefits:

Under **Year Selection**, select from the following:

- **Current Year**
- **Next Year**

Click **Execute** to start the extract process. If any duplicate deduction codes are encountered during the extract process, a Duplicate Deduction Report is displayed. If there are no errors, the error report is not displayed. Review the report.

If no errors are encountered during the extract process, or you clicked **Continue** from the Duplicate Deduction Report, the extract report is displayed. Review the report.

Click **Process** to continue. A dialog box is displayed with a preset File name (e.g., lakeview_500_05-21-2020.txt, where lakeview refers to the LEA, 500 refers to employee demographics or 900 refers to employee deductions, and 05-21-2020 is the date the extract was performed). Save the files on your computer or network.

A message is displayed indicating that the data was extracted. Click **OK**.